

# **Keeping Track of Your Local Road Projects**

## **Quarterly Tracking Performance Measures**



227 W. Jefferson Blvd- County-City Bldg 1120 - South Bend, IN 46601  
P: 574-287-1829 F: 574-287-1840 [www.macog.com](http://www.macog.com)



How the LPA described the project



How the INDOT described the project



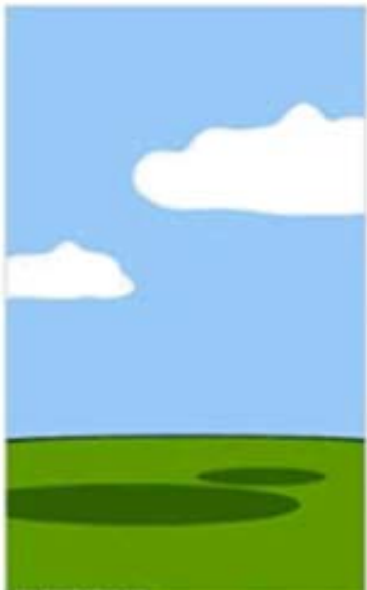
How the MPO described the project



How the consultant described the project



How the public understood the project



How the project was documented



What the contractor built



What the LPA was billed for



How the project was maintained



What the LPA really needed

# Why Track Projects?

- Improved communication
- Ensure projects stay on budget
- Ensure schedule stays on track
- Ask questions early and often



# Who is Involved?

- Local Public Agency (LPA) Representative
- Consultant Project Manager
- INDOT District Representative
- MPO Representative



Both the LPA and Consultant working on the project need to be ERC Certified.

# TIMELINE

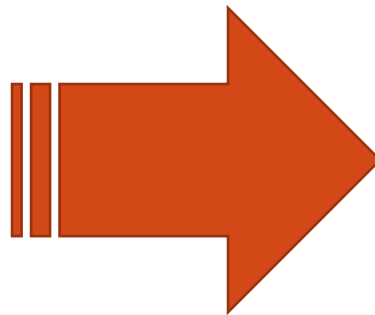


4 weeks before Quarterly Tracking Meeting	<ul style="list-style-type: none"> <li>Email a request to the LPAs and consultants asking that the Tracking &amp; Review Forms (explained below) be submitted by a specific due date for each federally funded project within their area.</li> <li>This email will include the schedule for Quarterly Tracking Meetings and templates of requested forms. Forms are also available on our website.</li> </ul>
2 week before Quarterly Tracking Meeting	<ul style="list-style-type: none"> <li>Email a reminder to the LPAs and consultants of the due date.</li> <li>This email will include the schedule for Quarterly Tracking Meetings.</li> </ul>
Monday of the week before Quarterly Tracking Meeting	<ul style="list-style-type: none"> <li>Consultants submit Tracking &amp; Review Forms to MACOG via the FTP Site; LPA's should have reviewed these forms for accuracy.</li> <li>MACOG inputs the consultants' information into the Project Summary Reports.</li> </ul>
After Quarterly Tracking Meeting	<ul style="list-style-type: none"> <li>Review and update the information supplied by the consultants in the Quarterly Project Summary Reports.</li> <li>Save Quarterly Project Summary Reports (along with the signed Tracking &amp; Review Forms from the Quarterly Tracking Meeting) into a portfolio for each LPA.</li> <li>MACOG submits all Quarterly Tracking &amp; Review Forms and Project Summary Reports to the INDOT Districts quarterly for the LPAs.</li> </ul>

# Planning Tools

- Input

- Financial Plan
- Project Update Form
- Milestone Sheet



- Output

- Quarterly Project Summary Report
  - Updated Project Budget
  - Federal Budget Share
  - Milestone Progression Comparison
  - Project Milestone Timeline
- Change Orders

INPUTS

# Financial Plan

Jurisdiction:	Sample County
Project:	CR 2 @ CR 12 Intersection Improvement

Financial Plan - Inflated to the Year of Phase

Inflation Rate 5%		Preliminary Engineering	Right of Way		Construction
		2010	2011	2012	2013
Percent Work		100%	50%	50%	100%
Phase	Date (MM/YY)	\$ 200,000	\$ 142,500	\$ 180,500	\$ 1,157,456
Preliminary Engineering (PE) Complete	Feb-10		\$ 150,000	\$ 190,000	\$ 1,218,375
RW Starts	Jun-11			\$ 200,000	\$ 1,282,500
Right of Way Acquisition (RW) Complete	Jun-12				1,350,000
Ready For Contracts (RFC)	Dec-12			Construction Engineering	162,000
Bid Letting - Estimated Contract Award	Apr-13			Contingency	135,000
			2013 Total Construction Estimate		\$ 1,647,000
Local Share by Year Required % of Total Cost		\$200,000 100%	\$150,000 100%	\$200,000 100%	\$329,400 20%

Total-Local-Federal Dollars

Phase	Funding Sources		
	Total	Local	Federal
Preliminary Engineering	\$ 200,000	\$ 200,000	\$ -
Right of Way	\$ 350,000	\$ 350,000	\$ -
Construction (CE/Cred/Contin)	\$ 1,647,000	\$ 329,400	\$ 1,317,600
<b>TOTAL</b>	<b>\$ 2,197,000</b>	<b>\$ 879,400</b>	<b>\$ 1,317,600</b>

Additional Funds Needed as of April 2011

Federal Funds Needed	\$ 1,317,600
Federal Funds Obtained	\$ 1,171,200
Additional Funds Needed	\$ 146,400



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## Additional Funds Needed as of April 2011

Federal Funds Needed	\$ 1,317,600
Federal Funds Obtained	\$ 1,171,200
<b>Additional Funds Needed</b>	<b>\$ 146,400</b>

**LOCAL PUBLIC AGENCY QUARTERLY PROJECT UPDATE FORM**

All forms should be submitted to the MACOG FTP site. For more information visit [www.macog.com](http://www.macog.com) or call (574) 287-1829

1. Designation (DES) Number: 0000000 Kin #s: \_\_\_\_\_
2. District: FW Employee in Responsible Charge (ERC): Abe Froman
3. Local Public Agency (LPA): Sample County 4. Quarter: 4th - April Certification Expires: 09/2011
5. Project Description: CR 2 @ CR 12 Intersection 6. Fund Category: Primary: Group II Secondary: \_\_\_\_\_ Other: \_\_\_\_\_
7. Approved Federal Aid Funded Amount: \$1,171,200.00

PROJECT COST	PREVIOUS	NEW	FEDERAL/LOCAL SPLIT OF NEW TOTALS	
	TOTALS	TOTALS	APPROVED FEDERAL	LOCAL MATCH
a. Preliminary Engineering	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00
b. Land Acquisition (Right-of-Way)	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00
<b>TOTAL (PE &amp; RW, lines A-B)</b>	<b>\$550,000.00</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$550,000.00</b>
c. Construction (including inflation)*	\$1,200,000.00	\$1,350,000.00	\$1,080,000.00	\$270,000.00
Inflation rate used: 5.%	-----	-----	-----	-----
d. Credits (if applicable)	\$0.00	\$0.00	\$0.00	\$0.00
e. Construction Engineering	\$144,000.00	\$162,000.00	\$129,600.00	\$32,400.00
f. Contingency	\$120,000.00	\$135,000.00	\$0.00	\$135,000.00
<b>TOTAL (all construction, lines C-F)</b>	<b>\$1,464,000.00</b>	<b>\$1,647,000.00</b>	<b>\$1,317,600.00</b>	<b>\$329,400.00</b>
Total All Phases	<b>\$2,014,000.00</b>	<b>\$2,197,000.00</b>	<b>\$1,317,600.00</b>	<b>\$879,400.00</b>
Federal Fund %	_____			
Federal Fund Shortfall	_____			

\*Construction Costs must include inflation out to the year of construction.

8. Are credits being used? No  
If Yes, have the CN+CE costs been increased by 10% (or 20% if TE Funds)? N/A
9. Are Federal Funds being used on PE or RW Phase? No
10. Have you included all reimbursable utility costs as part of construction? N/A
11. Schedule (MM/YYYY)

	Previous Quarter's Schedule	Current Quarter's Schedule
Ready for Contracts	12/2012	12/2012
Ready for Letting	01/2013	01/2013
Letting Date	04/2013	04/2013
Construction	05/2013	05/2013

12. Project Milestone for next Quarter (See MACOG Milestone Sheet): 6
13. Comments (issues, concerns, explain changes in cost or schedule, etc.) Requested an additional \$147,000 in Grp II STP funds through the current call for projects. There are no reimbursable utilities for this project.

Project Manager: Name: Benjamin Braddock

Firm: ABC Consultant

X. \_\_\_\_\_

Certification Expires: 11/2012

Prepared By: Name: Tommy DeVito

Firm: ABC Consultant

Date: 03/09/2011

## LOCAL PUBLIC AGENCY QUARTERLY PROJECT UPDATE FORM

*All forms should be submitted to the MACOG FTP site. For more information visit [www.macoq.com](http://www.macoq.com) or call (574) 287-1829*

- |   |  |  |
|---|--|--|
| 1. Designation (DES) Number: 00000000<br>Kin #s: _____        | 2. District: FW  | Employee in Responsible Charge (ERC): Abe Froman |
| 3. Local Public Agency (LPA): Sample County                   | 4. Quarter: 4th - April  | Certification Expires: 09/2011                   |
| 5. Project Description: CR 2 @ CR 12 Intersection Improvement | 6. Fund Category:<br>Primary: Group II Secondary: _____ Other: _____ |  |
| 7. Approved Federal Aid Funded Amount: <u>\$1,171,200.00</u>  |  |  |

PROJECT COST	PREVIOUS	NEW	FEDERAL/LOCAL SPLIT OF NEW TOTALS	
	TOTALS	TOTALS	APPROVED FEDERAL	LOCAL MATCH
a. Preliminary Engineering	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00
b. Land Acquisition (Right-of-Way)	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00
<b>TOTAL (PE &amp; RW, lines A-B)</b>	<b>\$550,000.00</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$550,000.00</b>
c. Construction (including inflation)*	\$1,200,000.00	\$1,350,000.00	\$1,080,000.00	\$270,000.00
Inflation rate used: 5.	-----	-----	-----	-----
d. Credits (if applicable)	\$0.00	\$0.00	\$0.00	\$0.00
e. Construction Engineering	\$144,000.00	\$162,000.00	\$91,200.00	\$70,800
f. Contingency	\$120,000.00	\$135,000.00	\$0.00	\$135,000.00
<b>TOTAL (all construction, lines C-F)</b>	<b>\$1,464,000.00</b>	<b>\$1,647,000.00</b>	<b>\$1,171,200.00</b>	<b>\$475,800.00</b>
Total All Phases	<b>\$2,014,000.00</b>	<b>\$2,197,000.00</b>	<b>\$1,171,200.00</b>	<b>\$1,025,800.00</b>
Federal Fund % <u>71%</u>				
Federal Fund Shortfall <u>\$146,400.00</u>				

\*Construction Costs must include inflation out to the year of construction.

8. Are credits being used? No  
If Yes, have the CN+CE costs been increased by 10% (or 20% if TE Funds)? N/A
9. Are Federal Funds being used on PE or RW Phase? No
10. Have you included all reimbursable utility costs as part of construction? N/A
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Certification Expires: 11/2012		
Prepared By: Name: Tommy DeVito	Firm: ABC Consultant	Date: 03/09/2011



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3. Local Public Agency (LPA): Sample County  
4. Quarter: 4th - April
5. Project Description: CR 2 @ CR 12 Intersection Improvement  
6. Fund Category:  
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	TOTALS	TOTALS	APPROVED FEDERAL	LOCAL MATCH
a. Preliminary Engineering	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00
b. Land Acquisition (Right-of-Way)	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00
<b>TOTAL (PE &amp; RW, lines A-B)</b>	<b>\$550,000.00</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$550,000.00</b>
c. Construction (including inflation)*	\$1,200,000.00	\$1,350,000.00	\$1,080,000.00	\$270,000.00
Inflation rate used: 5. _____	_____	_____	_____	_____
d. Credits (if applicable)	\$0.00	\$0.00	\$0.00	\$0.00
e. Construction Engineering	\$144,000.00	\$162,000.00	\$91,200.00	\$70,800
f. Contingency	\$120,000.00	\$135,000.00	\$0.00	\$135,000.00
<b>TOTAL (all construction, lines C-F)</b>	<b>\$1,464,000.00</b>	<b>\$1,647,000.00</b>	<b>\$1,171,200.00</b>	<b>\$475,800.00</b>
Total All Phases	\$2,014,000.00	\$2,197,000.00	\$1,171,200.00	\$1,025,800.00
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Certification Expires: 11/2012

Firm: ABC Consultant

x. B. Braddock

Prepared By: Name: Tommy DeVito

Firm: ABC Consultant

Date: 03/09/2011

**MILESTONES**

Enter dates on lines provided using **mm/dd/yyyy** format. Fill in dates for ALL achieved milestones. All forms should be submitted to the MACOG FTP site. For more information visit [www.macog.com](http://www.macog.com) or call (574) 287-1829.

Designation (DES) Number: 0000000 Kin #s: \_\_\_\_\_

Project Description: CR 2 @ CR 12 Intersection Improvement

**STEP ONE – Consultant Selection (30-90 days)**

04/01/2010 Project Award  
 04/10/2010 In TIP/STIP  
 N/A Formal Request to District for use and est. amount of federal funds or credits on PE Phase.  
 Early Coordination Meeting with District  
 06/22/2010 For Federal Funds: No consultant or LPA activity may proceed without written notice to proceed from the District.

**Contract Processing (30-90 days)**

07/07/2010 Master Contract Initiated  
 08/10/2010 LPA completes Consultant Selection Process/Selects Consultant  
 09/14/2010 LPA and Consultant sign contract

**STEP TWO – Data Collection (30-60 Days)**

LPA/Consultant Scope Meeting with District  
 Review Production Requirements and Schedule  
 Discuss Environmental Requirements  
 04/15/2010  
 06/15/2010 Field Survey Data Collection  
 06/30/2010 Early Coordination

**STEP THREE – Preliminary Environmental (30 – 60 days)**

09/02/2010 Grade Review  
 09/29/2010 Prepare Draft Environmental Documents  
 10/05/2010 Submit Preliminary Field Check Plans  
 Status of Coordination with utilities/relocation of utilities  
 Date Completed: \_\_\_\_\_ or Estimated Completion Date: 02/11/2012  
 Status of Railroad Coordination  
 Date Completed: \_\_\_\_\_ or Estimated Completion Date: \_\_\_\_\_

**STEP FOUR – Stage 1 Design (90 – 120 days)**

10/05/2010 Conduct Field Check  
 11/15/2010 Submit Hearing Plans – Update Cost Estimates

**STEP FIVE – Stage 2 Design (90 – 160 days)**

01/17/2011 Advertise and Hold Hearing  
 Revise per public comments  
 Submit Environmental for approval

**MILESTONES**

Enter dates on lines provided using **mm/dd/yyyy** format. Fill in dates for ALL achieved milestones. All forms should be submitted to the MACOG FTP site. For more information visit [www.macog.com](http://www.macog.com) or call (574) 287-1829.

**STEP SIX – Environmental Approval (15-30 days)**

Submit Final Design Summary Report/Request Design Approval  
 Environmental Approved

Environmental Document Type: \_\_\_\_\_

Date Completed or Estimated Completion Date: \_\_\_\_\_

Sent LID Letter & Formal Request to District for use and est. amount of federal funds or credits on RW phase. For Federal Funds: No consultant or LPA activity may proceed without written notice to proceed from the District.

**STEP SEVEN – Right of Way Plans (15-30 days)**

Notice to Proceed with RW Acquisition  
 Submit RW Coordination Meeting with District  
 Start RW services

**STEP EIGHT – Land Acquisition (10-20 months)**

Initiate Permit Process  
 Start RW Acquisition

Parcels	Total No.	Last Report No. Secured	Current No. Secured
Estimated date when all parcels will be secured: _____			

**STEP NINE – Stage 3 Design (30-90 days)**

Start consultant Selection for CE (if not already complete)  
 Start RW Acquisition

**STEP TEN – Final Plan Package (60-90 days)**

Submit Final check Plans  
 Submit Final Tracings Update SPMS and schedule dates  
 Ready for Contracts List

**STEP ELEVEN – Contracts Bid Letting (90 days)**

LPA Agreements completed  
 Bids are Let  
 Contracts are Awarded

**PERMITS**

Permits	Required?	Date Applied	Date Received	Date Expires
401	_____			
404	_____			
DNR	_____			
Rule 5	_____			
FAA	_____			
Other	_____			

OUTPUTS



## Quarterly Project Summary Report

**Project Description:** CR 2 @ CR 12 Intersection Improvement

**LPA:** Sample County  
**County:** Sample County  
**District:** Fort Wayne  
**Des #** 0  
**Quarter:** 4th

**ERC:** Abe Froman  
**Email:** [abe.froman@sampleco.gov](mailto:abe.froman@sampleco.gov)  
**Phone No.:** (574) 555-0102  
**Project Category:** Intersection Improvement  
**State Fiscal Year:** 2011 (SFY is July 1 - June 30)

### FUNDING AVAILABLE

	Primary	Secondary	Other	Total	Federal Fund (Shortfall) / Surplus \$ (146,400.00) 71% Apply for Additional Funds on:	
Funding Type	Grp II STP					
<b>Federal Available</b>	<b>\$ 1,171,200.00</b>			<b>\$ 1,171,200.00</b>		
<b>Eligible %</b>	80%					
<b>Total 100%</b>	<b>\$ 1,464,000.00</b>			<b>\$ 1,464,000.00</b>		

	Original Est. 100%	Updated Est. 100%	Difference		Federal Available	Local
a. PE	\$ 200,000.00	\$ 200,000.00	\$ -	No Change		\$ 200,000.00
b. ROW Acq.	\$ 350,000.00	\$ 350,000.00	\$ -	No Change		\$ 350,000.00
c. CONST	\$ 1,200,000.00	\$ 1,350,000.00	\$ 150,000.00	Increased Est.	\$ 1,080,000.00	\$ 270,000.00
d. Credits (if any)	\$ -	\$ -	\$ -	No Change	\$ -	\$ -
e. CE	\$ 144,000.00	\$ 162,000.00	\$ 18,000.00	Increased Est.	\$ 91,200.00	\$ 70,800.00
f. Contingency	\$ 120,000.00	\$ 135,000.00	\$ 15,000.00	Increased Est.	\$ -	\$ 135,000.00
<b>Total CONST (c-f)</b>	<b>\$ 1,464,000.00</b>	<b>\$ 1,647,000.00</b>	<b>\$ 183,000.00</b>	<b>Increased Est.</b>	<b>\$ 1,171,200.00</b>	<b>\$ 475,800.00</b>
<b>Total Project Cost</b>	<b>\$ 2,014,000.00</b>	<b>\$ 2,197,000.00</b>	<b>\$ 183,000.00</b>	<b>Increased Est.</b>	<b>\$ 1,171,200.00</b>	<b>\$ 1,025,800.00</b>

### MILESTONES

	Actual		Actual Days	LPA Initiative Days	Progress	Difference (Days)
	Start Date	Completion Date				
<b>In TIP</b>	<b>4/10/2010</b>					
Consultant Selection	04/01/2010	09/14/2010	157	120	Delayed	-37
Data Collection	04/15/2010	06/30/2010	-76	45	Ahead of Schedule	121
Preliminary Environ.	09/02/2010	10/05/2010	97	45	Delayed	-52
Stage 1 Design	10/05/2010	11/15/2010	41	105	Ahead of Schedule	64
Stage 2 Design	01/17/2011				No Change	0
Environmental Approval					No Change	0
Right of Way Plans					No Change	0
Land Acquisition					No Change	0
Stage 3 Design					No Change	0
Final Plan Package					No Change	0
Contracts Bid Letting					No Change	0
<b>Est. Letting Date</b>		<b>04/01/2013</b>	219	315	Ahead of Schedule	96

**Comments:** Project increase was due to rerun in High Est.

## Quarterly Project Summary Report

**Project Description:** CR 2 @ CR 12 Intersection Improvement

**LPA:** Sample County  
**County:** Sample County  
**District:** Fort Wayne  
**Des #** 0  
**Quarter:** 4th

**Federal Fund (Shortfall)/Surplus Amount**  
 (Updated Est. 100% Total CONST – Total 100% Funding Available) \* Primary Eligible %

**Phone No.:** (574) 555-0102  
**Project Category:** Intersection Improvement  
**State Fiscal Year:** 2011 (SFY is July 1 - June 30)

### FUNDING AVAILABLE

	Primary	Secondary	Other	Total
<b>Funding Type</b>	Grp II STP			
<b>Federal Available</b>	\$ 1,171,200.00			\$ 1,171,200.00
<b>Eligible %</b>	80%			
<b>Total 100%</b>	\$ 1,464,000.00			\$ 1,464,000.00

<b>Federal Fund (Shortfall) / Surplus</b>
<b>\$ (146,400.00) 71%</b>
Apply for Additional Funds on:

	Original Est. 100%	Updated Est. 100%	Difference	Federal Available	Local
a. PE	\$ 200,000.00	\$ 200,000.00	\$ - No Change		\$ 200,000.00
b. ROW Acq.	\$ 350,000.00	\$ 350,000.00	\$ - No Change		
c. CONST	\$ 1,200,000.00	\$ 1,350,000.00	\$ 150,000.00 Increased Est.		
d. Credits (if any)	\$ -	\$ -	\$ - No Change		
e. CE	\$ 144,000.00	\$ 162,000.00	\$ 18,000.00 Increased Est.		
f. Contingency	\$ 120,000.00	\$ 135,000.00	\$ 15,000.00 Increased Est.		
<b>Total CONST (c-f)</b>	<b>\$ 1,464,000.00</b>	<b>\$ 1,647,000.00</b>	<b>\$ 183,000.00</b> Increased Est.	<b>\$ 1,171,200.00</b>	<b>\$ 475,800.00</b>
<b>Total Project Cost</b>	<b>\$ 2,014,000.00</b>	<b>\$ 2,197,000.00</b>	<b>\$ 183,000.00</b> Increased Est.	<b>\$ 1,171,200.00</b>	<b>\$ 1,025,800.00</b>

**Federal Fund (Shortfall)/Surplus Percent**  
 Federal Funding Available / Updated Est. 100% Total CONST

### MILESTONES

	Actual		Actual Days	LPA Initiative Days	Progress	Difference (Days)
	Start Date	Completion Date				
<b>In TIP</b>	<b>4/10/2010</b>					
Consultant Selection	04/01/2010	09/14/2010	157	120	Delayed	-37
Data Collection	04/15/2010	06/30/2010	-76	45	Ahead of Schedule	121
Preliminary Environ.	09/02/2010	10/05/2010	97	45	Delayed	-52
Stage 1 Design	10/05/2010	11/15/2010	41	105	Ahead of Schedule	64
Stage 2 Design	01/17/2011				No Change	0
Environmental Approval					No Change	0
Right of Way Plans					No Change	0
Land Acquisition					No Change	0
Stage 3 Design					No Change	0
Final Plan Package					No Change	0
Contracts Bid Letting					No Change	0
<b>Est. Letting Date</b>		<b>04/01/2013</b>	219	315	Ahead of Schedule	96

**Comments:** Project increase was due to rerun in High Est.

## Quarterly Project Summary Report

**Project Description:** CR 2 @ CR 12 Intersection Improvement

**LPA:** Sample County  
**County:** Sample County  
**District:** Fort Wayne  
**Des #** 0  
**Quarter:** 4th

**ERC:** Abe Froman  
**Email:** [abe.froman@sampleco.gov](mailto:abe.froman@sampleco.gov)  
**Phone No.:** (574) 555-0102  
**Project Category:** Intersection Improvement  
**State Fiscal Year:** 2011 (SFY is July 1 - June 30)

### FUNDING AVAILABLE

	Primary	Secondary	Other	Total	Federal Fund (Shortfall) / Surplus \$ (146,400.00) 71% Apply for Additional Funds on:	
Funding Type	Grp II STP					
<b>Federal Available</b>	<b>\$ 1,171,200.00</b>			<b>1,171,200.00</b>		
<b>Eligible %</b>	<b>80%</b>					
<b>Total 100%</b>	<b>\$ 1,464,000.00</b>			<b>\$ 1,464,000.00</b>		

	Original Est. 100%	Updated Est. 100%	Difference		Federal Available	Local
a. PE	\$ 200,000.00	\$ 200,000.00	\$ -	No Change		\$ 200,000.00
b. ROW Acq.	\$ 350,000.00	\$ 350,000.00	\$ -	No Change		\$ 350,000.00
c. CONST	\$ 1,200,000.00	\$ 1,350,000.00	\$ 150,000.00	Increased Est.	\$ 1,080,000.00	\$ 270,000.00
d. Credits (if any)	\$ -	\$ -	\$ -	No Change	\$ -	\$ -
e. CE	\$ 144,000.00	\$ 162,000.00	\$ 18,000.00	Increased Est.	\$ 91,200.00	\$ 70,800.00
f. Contingency	\$ 120,000.00	\$ 135,000.00	\$ 15,000.00	Increased Est.	\$ -	\$ 135,000.00
<b>Total CONST (c-f)</b>	<b>\$ 1,464,000.00</b>	<b>\$ 1,647,000.00</b>	<b>\$ 183,000.00</b>	<b>Increased Est.</b>	<b>\$ 1,171,200.00</b>	<b>\$ 475,800.00</b>
<b>Total Project Cost</b>	<b>\$ 2,014,000.00</b>	<b>\$ 2,197,000.00</b>	<b>\$ 183,000.00</b>	<b>Increased Est.</b>	<b>\$ 1,171,200.00</b>	<b>\$ 1,025,800.00</b>

### MILESTONES

	Actual		Actual Days	LPA Initiative Days	Progress	Difference (Days)
	Start Date	Completion Date				
<b>In TIP</b>	<b>4/10/2010</b>					
Consultant Selection	04/01/2010	09/14/2010	157	120	Delayed	-37
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Right of Way Plans					No Change	0
Land Acquisition					No Change	0
Stage 3 Design					No Change	0
Final Plan Package					No Change	0
Contracts Bid Letting					No Change	0
<b>Est. Letting Date</b>		<b>04/01/2013</b>	219	315	<b>Ahead of Schedule</b>	<b>96</b>

**Comments:** Project increase was due to rerun in High Est.

## Quarterly Project Summary Report

**Project Description:** CR 2 @ CR 12 Intersection Improvement

**LPA:** Sample County  
**County:** Sample County  
**District:** Fort Wayne  
**Des #** 0  
**Quarter:** 4th

**ERC:** Abe Froman  
**Email:** abe.froman@sampleco.gov  
**Phone No.:** (574) 555-0102  
**Project Category:** Intersection Improvement  
**State Fiscal Year:** 2011 (SFY is July 1 - June 30)

### FUNDING AVAILABLE

	Primary	Secondary	Other	Total	Federal Fund (Shortfall) / Surplus \$ (146,400.00) 71% Apply for Additional Funds on:
<b>Funding Type</b>	Grp II STP				
<b>Federal Available</b>	\$ 1,171,200.00			\$ 1,171,200.00	
<b>Eligible %</b>	80%				
<b>Total 100%</b>	\$ 1,464,000.00			\$ 1,464,000.00	

	Original Est. 100%	Updated Est. 100%	Difference		Federal Available	Local
a. PE	\$ 200,000.00	\$ 200,000.00	\$ -	No Change		\$ 200,000.00
b. ROW Acq.	\$ 350,000.00	\$ 350,000.00	\$ -	No Change		\$ 350,000.00
c. CONST	\$ 1,200,000.00	\$ 1,350,000.00	\$ 150,000.00	Increased Est.	\$ 1,080,000.00	\$ 270,000.00
d. Credits (if any)	\$ -	\$ -	\$ -	No Change	\$ -	\$ -
e. CE	\$ 144,000.00	\$ 162,000.00	\$ 18,000.00	Increased Est.	\$ 91,200.00	\$ 70,800.00
f. Contingency	\$ 120,000.00	\$ 135,000.00	\$ 15,000.00	Increased Est.	\$ -	\$ 135,000.00
<b>Total CONST (c-f)</b>	<b>\$ 1,464,000.00</b>	<b>\$ 1,647,000.00</b>	<b>\$ 183,000.00</b>	<b>Increased Est.</b>	<b>\$ 1,171,200.00</b>	<b>\$ 475,800.00</b>
<b>Total Project Cost</b>	<b>\$ 2,014,000.00</b>	<b>\$ 2,197,000.00</b>	<b>\$ 183,000.00</b>	<b>Increased Est.</b>	<b>\$ 1,171,200.00</b>	<b>\$ 1,025,800.00</b>

### MILESTONES

	Actual		Actual Days	LPA Initiative Days	Progress	Difference (Days)
	Start Date	Completion Date				
<b>In TIP</b>	<b>4/10/2010</b>					
Consultant Selection	04/01/2010	09/14/2010	157	120	Delayed	-37
Data Collection	04/15/2010	06/30/2010	-76	45	Ahead of Schedule	121
Preliminary Environ.	09/02/2010	10/05/2010	97	45	Delayed	-52
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Stage 2 Design	01/17/2011				No Change	0
Environmental Approval					No Change	0
Right of Way Plans					No Change	0
Land Acquisition					No Change	0
Stage 3 Design					No Change	0
Final Plan Package					No Change	0
Contracts Bid Letting					No Change	0
<b>Est. Letting Date</b>		<b>04/01/2013</b>	219	315	Ahead of Schedule	96

**Comments:** Project increase was due to rerun in High Est.



## Quarterly Project Summary Report

**Project Description:** CR 2 @ CR 12 Intersection Improvement

**LPA:** Sample County  
**County:** Sample County  
**District:** Fort Wayne  
**Des #** 0  
**Quarter:** 4th

**ERC:** Abe Froman  
**Email:** [abe.froman@sampleco.gov](mailto:abe.froman@sampleco.gov)  
**Phone No.:** (574) 555-0102  
**Project Category:** Intersection Improvement  
**State Fiscal Year:** 2011 (SFY is July 1 - June 30)

### FUNDING AVAILABLE

Funding Type	Primary	Secondary	Other	Total	Federal Fund (Shortfall) / Surplus
	Grp II STP				\$ (146,400.00) 71%
<b>Federal Available</b>	\$ 1,171,200.00			\$ 1,171,200.00	<b>Apply for Additional Funds on:</b>
<b>Eligible %</b>	80%				
<b>Total 100%</b>	\$ 1,464,000.00			\$ 1,464,000.00	

	Original Est. 100%	Updated Est. 100%	Difference	Federal Available	Local
a. PE	\$ 200,000.00	\$ 200,000.00	\$ - No Change		\$ 200,000.00
		350,000.00	\$ - No Change		\$ 350,000.00
		1,350,000.00	\$ 150,000.00 Increased Est.	\$ 1,080,000.00	\$ 270,000.00
		-	\$ -		\$ -
		162,000.00	\$ 18,000.00		\$ 70,800.00
		135,000.00	\$ 15,000.00		\$ 135,000.00
<b>Total CONST (c-f)</b>	\$ 1,464,000.00	\$ 1,647,000.00	\$ 183,000.00		\$ 475,800.00
<b>Total Project Cost</b>	\$ 2,014,000.00	\$ 2,197,000.00	\$ 183,000.00 Increased Est.	\$ 1,171,200.00	\$ 1,025,800.00

#### In TIP Date

The official beginning of the project, does not change over the life of the project.

#### Actual Days

Current Milestone Completion Date -  
Previous Milestone Completion Date

### MILESTONES

	Actual		Actual Days	LPA Initiative Days	Progress	Difference (Days)
	Start Date	Completion Date				
<b>In TIP</b>	<b>4/10/2010</b>					
Consultant Selection	04/01/2010	09/14/2010	157	120	Delayed	-37
Data Collection	04/15/2010	06/30/2010	-76	45	Ahead of Schedule	121
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Land Acquisition					No Change	0
Stage 3 Design					No Change	0
Final Plan Package					No Change	0
Contracts Bid Letting					No Change	0
<b>Est. Letting Date</b>		<b>04/01/2013</b>	219			96

**Comments:** Project increase was due to rerun in High Est.

#### Est. Letting Date

Letting date supplied by the Consultant/LPA, may change over the life of the project.

## Quarterly Project Summary Report

**Project Description:** CR 2 @ CR 12 Intersection Improvement

**LPA:** Sample County  
**County:** Sample County  
**District:** Fort Wayne  
**Des #** 0  
**Quarter:** 4th

**ERC:** Abe Froman  
**Email:** abe.froman@sampleco.gov  
**Phone No.:** (574) 555-0102  
**Project Category:** Intersection Improvement  
**State Fiscal Year:** 2011 (SFY is July 1 - June 30)

### FUNDING AVAILABLE

Funding Type	Primary	Secondary	Other	Total	Federal Fund (Shortfall) / Surplus \$ (146,400.00) 71% Apply for Additional Funds on:
	Grp II STP				
<b>Federal Available</b>	\$ 1,171,200.00			\$ 1,171,200.00	
<b>Eligible %</b>	80%				
<b>Total 100%</b>	\$ 1,464,000.00			\$ 1,464,000.00	

	Original Est. 100%	Updated Est. 100%	<b>Difference (Days) / Progress</b> LPA Initiative Days – Actual Days If the difference is negative, then the project is “Delayed”. If the difference is positive, then the project is “Ahead of Schedule”.			
a. PE	\$ 200,000.00	\$ 200,000.00				00.00
b. ROW Acq.	\$ 350,000.00	\$ 350,000.00				00.00
c. CONST	\$ 1,200,000.00	\$ 1,350,000.00				00.00
d. Credits (if any)	\$ -	\$ -				-
e. CE	\$ 144,000.00	\$ 162,000.00				00.00
f. Contingency	\$ 120,000.00	\$ 135,000.00	\$ 15,000.00	Increased Est.	\$ -	\$ 135,000.00
<b>Total CONST (c-f)</b>	\$ 1,464,000.00	\$ 1,647,000.00	\$ 183,000.00	Increased Est.	\$ 1,171,200.00	\$ 475,800.00
<b>Total Project Cost</b>	\$ 2,014,000.00	\$ 2,197,000.00	\$ 183,000.00	Increased Est.	\$ 1,171,200.00	\$ 1,025,800.00

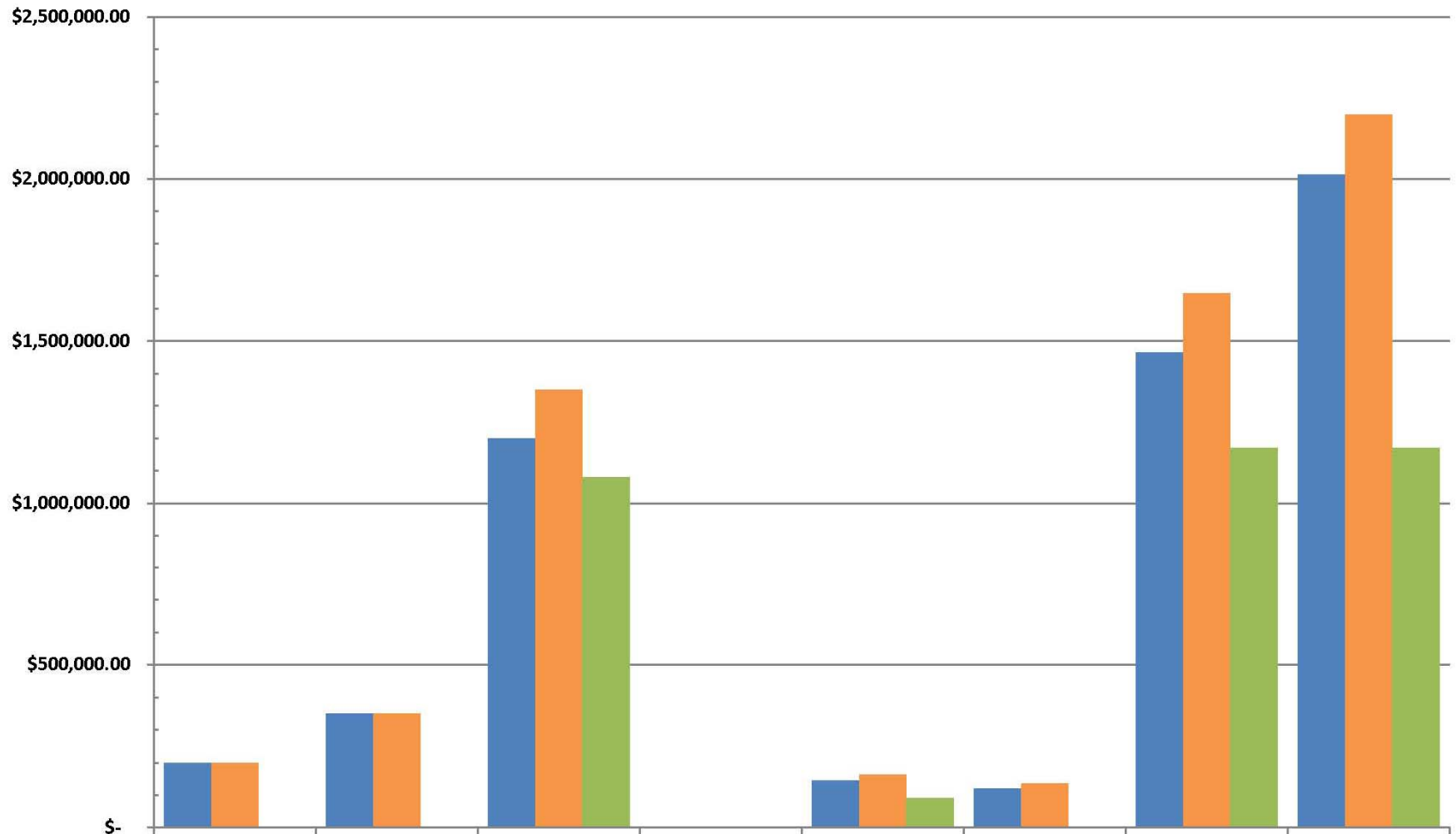
### MILESTONES

	Actual		Actual Days	LPA Initiative Days	Progress	Difference (Days)
	Start Date	Completion Date				
In TIP						
Co			157	120	Delayed	-37
			-76	45	Ahead of Schedule	121
Pr			97	45	Delayed	-52
Stage 1 Design	10/05/2010	11/15/2010	41	105	Ahead of Schedule	64
Stage 2 Design	01/17/2011				No Change	0
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Right of Way Plans					No Change	0
Land Acquisition					No Change	0
Stage 3 Design					No Change	0
Final Plan Package					No Change	0
Contracts Bid Letting					No Change	0
<b>Est. Letting Date</b>		<b>04/01/2013</b>	<b>219</b>	<b>315</b>	<b>Ahead of Schedule</b>	<b>96</b>

**Total Days**  
 Sum of the number of days each milestone took, shows over project progress

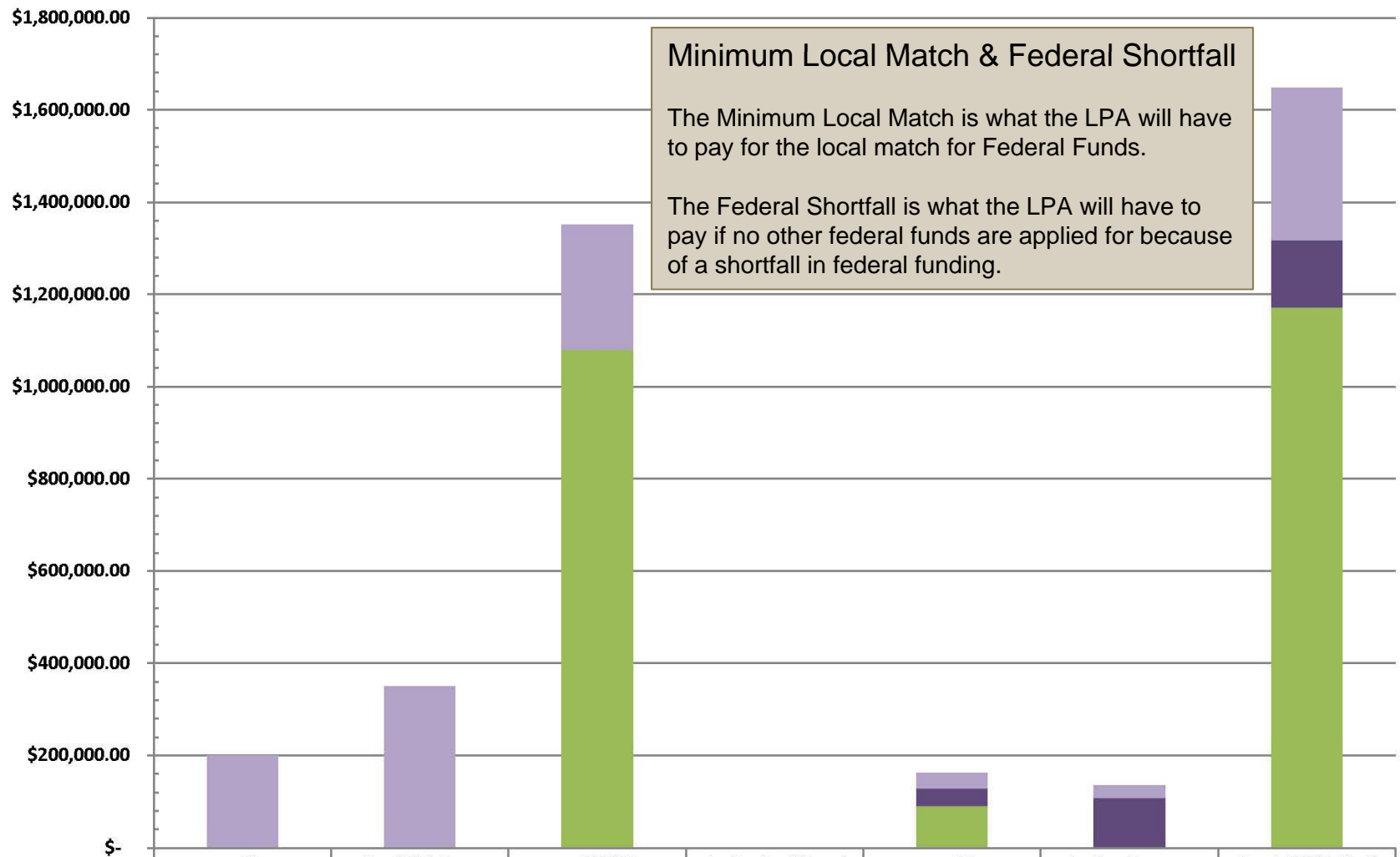
**Comments:** Project increase was due to rerun in High Est.

## Updated Project Budget



	a. PE	b. ROW Acq.	c. CONST	d. Credits (if any)	e. CE	f. Contingency	Total CONST (c-f)	Total Project Cost
Original Est. 100%	\$200,000.00	\$350,000.00	\$1,200,000.00	\$-	\$144,000.00	\$120,000.00	\$1,464,000.00	\$2,014,000.00
Updated Est. 100%	\$200,000.00	\$350,000.00	\$1,350,000.00	\$-	\$162,000.00	\$135,000.00	\$1,647,000.00	\$2,197,000.00
Federal Available			\$1,080,000.00	\$-	\$91,200.00	\$-	\$1,171,200.00	\$1,171,200.00

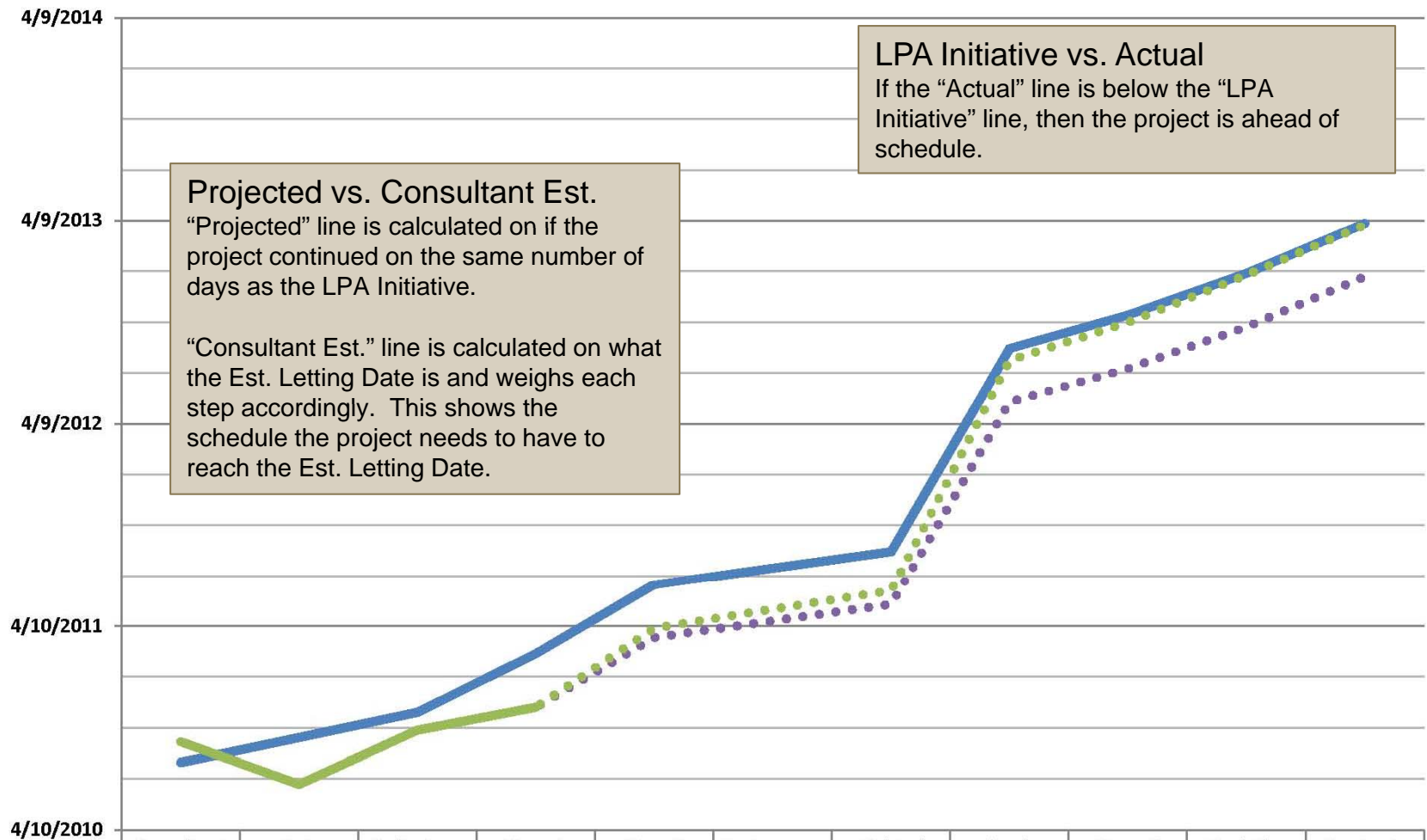
## Federal Budget Share



	a. PE	b. ROW Acq.	c. CONST	d. Credits (if any)	e. CE	f. Contingency	Total CONST (c-f)
Minimum Local Match	\$200,000.00	\$350,000.00	\$270,000.00	\$-	\$32,400.00	\$27,000.00	\$329,400.00
Federal Shortfall	\$-	\$-	\$-	\$-	\$38,400.00	\$108,000.00	\$146,400.00
Current Federal Available			\$1,080,000.00	\$-	\$91,200.00	\$-	\$1,171,200.00
Total Costs	\$200,000.00	\$350,000.00	\$1,350,000.00	\$-	\$162,000.00	\$135,000.00	\$1,647,000.00



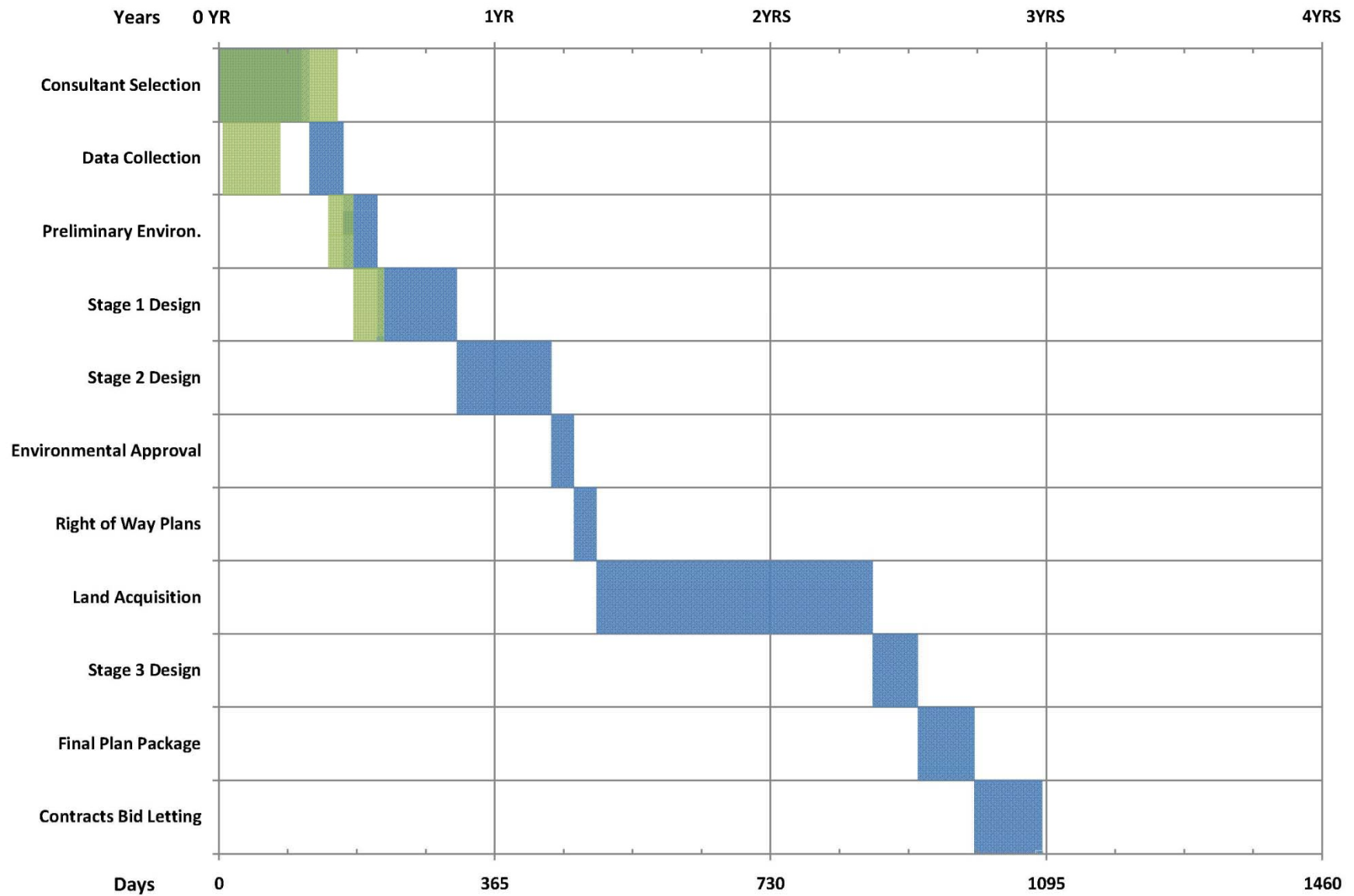
## Milestone Progression Comparison



	Consultant Selection	Data Collection	Preliminary Environ.	Stage 1 Design	Stage 2 Design	Environmental Approval	Right of Way Plans	Land Acquisition	Stage 3 Design	Final Plan Package	Contracts Bid Letting
— LPA Initiative	8/8/2010	9/22/2010	11/6/2010	2/19/2011	6/24/2011	7/24/2011	8/23/2011	8/22/2012	10/21/2012	1/4/2013	4/4/2013
• • • Projected	9/14/2010	6/30/2010	10/5/2010	11/15/2010	3/20/2011	4/19/2011	5/19/2011	5/18/2012	7/17/2012	9/30/2012	12/29/2012
• • • Consultant Est.	9/14/2010	6/30/2010	10/5/2010	11/15/2010	4/5/2011	5/10/2011	6/13/2011	7/31/2012	10/7/2012	1/1/2013	4/1/2013
— Actual	9/14/2010	6/30/2010	10/5/2010	11/15/2010							

## Project Milestone Timeline

■ LPA Initiative ■ Actual



**LOCAL PUBLIC AGENCY  
DEPARTMENT OF PUBLIC WORKS**

227 West Jefferson Blvd., Room 1120  
(574) 287-1829  
fax (574) 287-1840

**INTEROFFICE MEMORANDUM**

**DATE:** 8/24/2010

**TO:** Sandra Seanor  
Executive Director

**FROM:** John K. Smith, P.E.  
Engineer

**RE:** EXAMPLE STREET AT SAMPLE ROAD INTERSECTION IMPROVEMENT  
INDOT CONTRACT R-55555  
CHANGE ORDERS NO. 1 & 2

Attached are Change Orders 1 & 2 for the above noted project. These changes are for traffic control equipment. The following is a summary of the changes to date:

	<u>C.O. Amount</u>	<u>Revised Contract</u>	<u>% Change</u>
Original Contract Amount	\$ 900,500.18		
Change Order No. 1	\$ 1,100.00	\$ 901,600.18	0.12
Change Order No. 2	\$ 15,300.25	\$ 916,900.43	1.82

C.E. cost are \$150,000.00

Please review to ensure that the changes are within the existing budgetary limitations. Upon completion of your review, please sign and return the change order to our office so that it can be processed through the INDOT system. If you have any questions or require additional information please feel free contact John Smith at 287-1829. Thank you for your assistance in this matter.

Change Order Sheet for:

Example Street at Sample Road  
City of Anywhere  
Des # 0555555

	Total Costs		Federal Costs		Local Costs	
	Original Cost	Revised Cost	Original Cost	Revised Cost	Original Cost	Revised Cost
Construction	\$ 900,500.18	(100% #s)	\$ 720,400.14	(80% #s)	\$ 180,100.04	(20% #s)
CE	\$ 150,000.00	\$ 1,050,500.18	\$ 120,000.00	\$ 840,400.14	\$ 30,000.00	\$ 210,100.04
CO 1	\$ 1,100.00	\$ 1,051,600.18	\$ 880.00	\$ 841,280.14	\$ 220.00	\$ 210,320.04
CO 2	\$ 15,300.25	\$ 1,066,900.43	\$ 12,240.20	\$ 853,520.34	\$ 3,060.05	\$ 213,380.09
Change Order Running Total (100%) \$ 16,400.25						
Revised Totals	\$ 1,066,900.43		\$ 853,520.34		\$ 213,380.09	

MACOG TIP BUDGET	Total	Funding Type	Federal	Local
	\$ 1,066,900.43	Grp II STP	\$ 900,000.00	\$ 213,380.99
TOTALS	\$1,066,900.43		\$900,000.00	\$ 213,380.99

Federal Funds Remaining on this project:  
\$46,479.66 ✓

Change Order Sheet for:

Example Street at Sample Road

City of Anywhere

Des # 0555555

	Total Costs		Federal Costs		Local Costs	
	Original Cost	Revised Cost	Original Cost	Revised Cost	Original Cost	Revised Cost
Construction	\$ 900,500.18	(100% #s)	\$ 720,400.14	(80% #s)	\$ 180,100.04	(20% #s)
CE	\$ 150,000.00	\$ 1,050,500.18	\$ 120,000.00	\$ 840,400.14	\$ 30,000.00	\$ 210,100.04
CO 1	\$ 1,100.00	\$ 1,051,600.18	\$ 880.00	\$ 841,280.14	\$ 220.00	\$ 210,320.04
CO 2	\$ 15,300.25	\$ 1,066,900.43	\$ 12,240.20	\$ 853,520.34	\$ 3,060.05	\$ 213,380.09

Change Order

Running Total \$ 16,400.25  
(100%)

<b>Revised Totals</b>	<b>\$ 1,066,900.43</b>	<b>\$ 853,520.34</b>	<b>\$ 213,380.09</b>
-----------------------	------------------------	----------------------	----------------------

MACOG TIP BUDGET	Total	Funding Type	Federal	Local
	\$ 1,066,900.43	Grp II STP	\$ 900,000.00	\$ 213,380.99
<b>TOTALS</b>	<b>\$1,066,900.43</b>		<b>\$900,000.00</b>	<b>\$ 213,380.99</b>

Federal Funds Remaining on this project:

**\$46,479.66**





# Michiana Area Council of Governments

## Quarterly Tracking and Review Summaries

This website is provided by the Michiana Area Council of Governments (MACOG) for use by the MACOG Policy Board, MACOG Technical Transportation Advisory Board (TTAC), the Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA).

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### CURRENT PROJECTS

#### [Elkhart County](#)

[Elkhart](#)

[Goshen](#)

[Nappanee](#)

[Middlebury](#)

#### [Kosciusko County](#)

[Warsaw](#)

[Winona Lake](#)

[Wawasee](#)

#### [Marshall County](#)

[Plymouth](#)

[Bremen](#)

[Bourbon](#)

[Culver](#)

#### [St. Joseph County](#)

[South Bend](#)

[Mishawaka](#)

[New Carlisle](#)

[Lakeville](#)

### OBLIGATED PROJECTS

#### [Elkhart County](#)

[Elkhart](#)

[Goshen](#)

[Nappanee](#)

[Middlebury](#)

#### [Kosciusko County](#)

[Warsaw](#)

[Winona Lake](#)

[Wawasee](#)

#### [Marshall County](#)

[Plymouth](#)

[Bremen](#)

[Bourbon](#)

[Culver](#)

#### [St. Joseph County](#)

[South Bend](#)

[Mishawaka](#)

[New Carlisle](#)

[Lakeville](#)



## Michiana Area Council of Governments

### St. Joseph County Obligated Projects

0100623 - McKinley from Bittersweet to Birch

0088170 - Darden Road from Laurel Road to SR 933 - Bike & Ped Facility

0101181- Darden Road from Laurel Road to SR 933

0200262 - Bridge #112 over Heston Creek on Tyler Road

0301028 - Bridge #111 over Leonard Ditch on York St

0301027 - Bridge #12 over Geyer Ditch on Johnson Rd

0400083 - At Day Road and Bittersweet

0400740 - Cleveland Road at Hickory Road

0500180 - Bittersweet at Cleveland Road, just S of the I-80/90 Toll Rd

0600455 - Jackson Road Bike and Pedestrian Facility

0600665 - Mishawaka Avenue Bridge #203

0710356 - Locust @ Ireland Rd

0710358 - Twykenham Bridge #207

St. Joseph County, Indiana

Change Order Sheet for:

Ireland Rd at Locust Rd  
St. Joseph County  
Des # 0710356

	Total Costs		Federal Costs		Local Costs	
	Original Cost	Revised Cost	Original Cost	Revised Cost	Original Cost	Revised Cost
Construction	\$904,617.18	(100% #s)	\$814,155.46	(90% #s)	\$90,461.72	(10% #s)
CE	\$180,000.00	\$1,084,617.18	\$162,000.00	\$976,155.46	\$18,000.00	\$108,461.72
CO 1	\$1,100.00	\$1,085,717.18	\$990.00	\$977,145.46	\$110.00	\$108,571.72
CO 2	\$11,233.25	\$1,096,950.43	\$10,109.93	\$987,255.39	\$1,123.33	\$109,695.04
CO 3	\$13,341.53	\$1,110,291.96	\$12,007.38	\$999,262.76	\$1,334.15	\$111,029.20
CO 4	\$0.00	\$1,110,291.96	\$0.00	\$999,262.76	\$0.00	\$111,029.20
CO 5	\$4,404.50	\$1,114,696.46	\$3,964.05	\$1,003,226.81	\$440.45	\$111,469.65
Change Order Running Total (100%)	\$30,079.28					
<b>Revised Totals</b>	<b>\$1,114,696.46</b>		<b>\$1,003,226.81</b>		<b>\$111,469.65</b>	

MACOG TIP BUDGET	Total	Funding Type	Federal	Local
	\$ 944,444.00	HES90	\$ 850,000.00	\$ 94,444.00
	\$ 355,555.00	HSIP	\$ 320,000.00	\$ 35,555.00
<b>TOTALS</b>	<b>\$1,299,999.00</b>		<b>\$1,170,000.00</b>	<b>\$129,999.00</b>

Federal Funds Remaining on this project:  
**\$166,773.19** ✓





# Michiana Area Council of Governments

## Quarterly Tracking and Review Summaries

This website is provided by the Michiana Area Council of Governments (MACOG) for use by the MACOG Policy Board, MACOG Technical Transportation Advisory Board (TTAC), the Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA).

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[Goshen](#)

[Nappanee](#)

[Middlebury](#)

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[Winona Lake](#)

[Wawasee](#)

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[Bourbon](#)

[Culver](#)

#### [St. Joseph County](#)

[South Bend](#)

[Mishawaka](#)

[New Carlisle](#)

[Lakeville](#)

### OBLIGATED PROJECTS

#### [Elkhart County](#)

[Elkhart](#)

[Goshen](#)

[Nappanee](#)

[Middlebury](#)

#### [Kosciusko County](#)

[Warsaw](#)

[Winona Lake](#)

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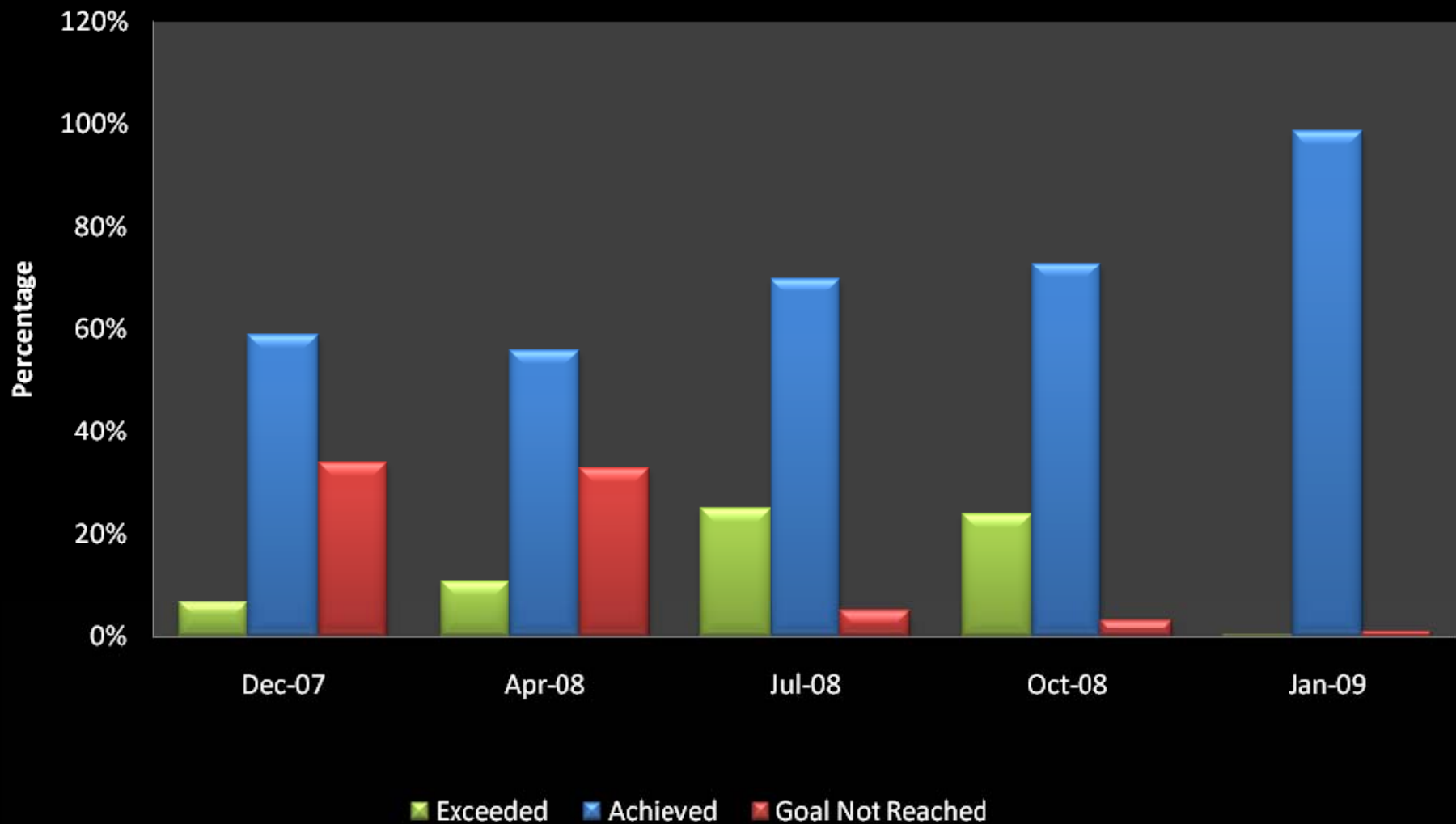
[Lakeville](#)

# Performance Measures

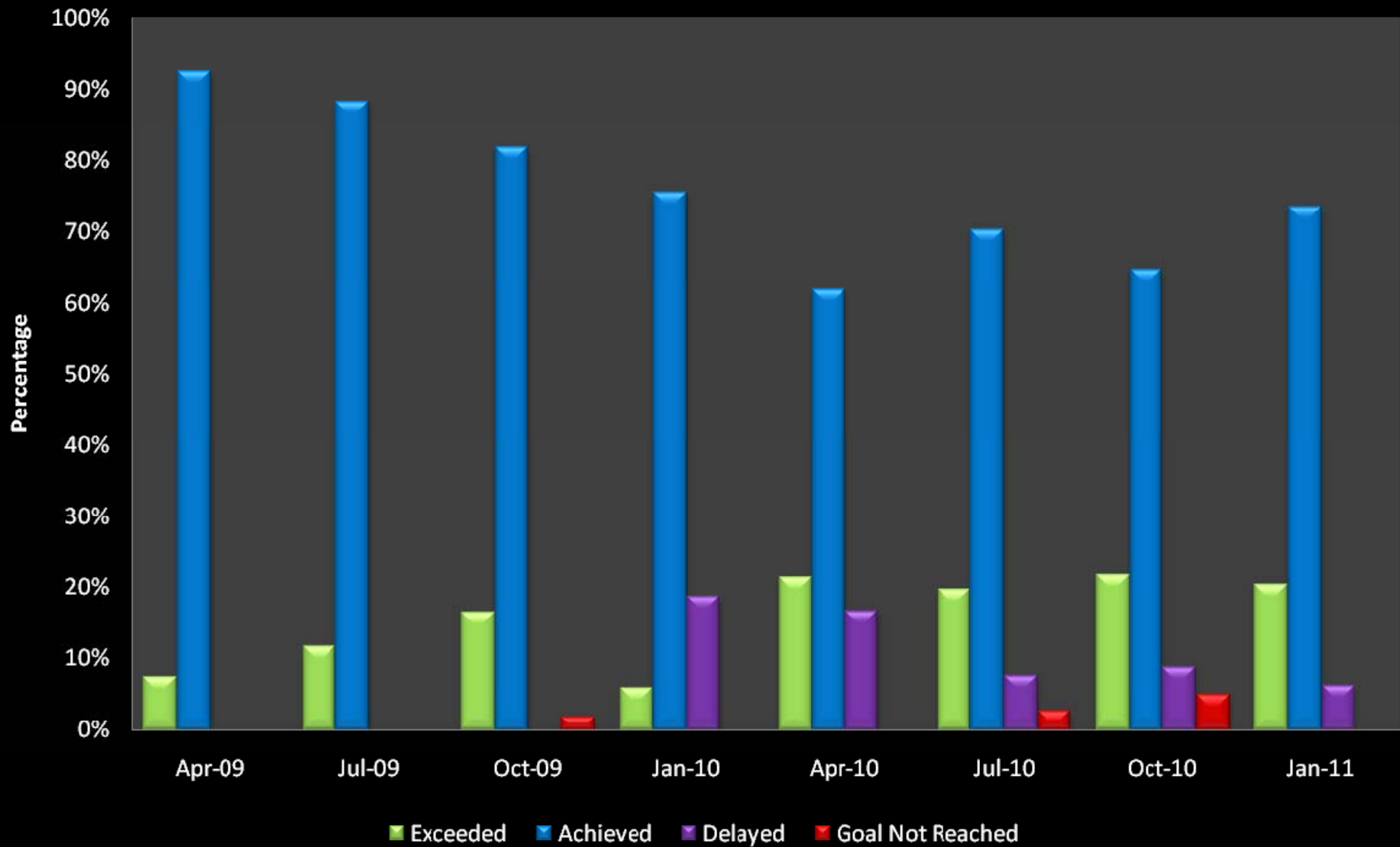
- These are useful tools to measure performance.
- Quickly understand where projects are in development.
- Assists in visually recognizing successes and hurdles.
- Help LPAs know the right questions to ask.
- More successful communication across the board.
- Now let's track our progress of performance measures!



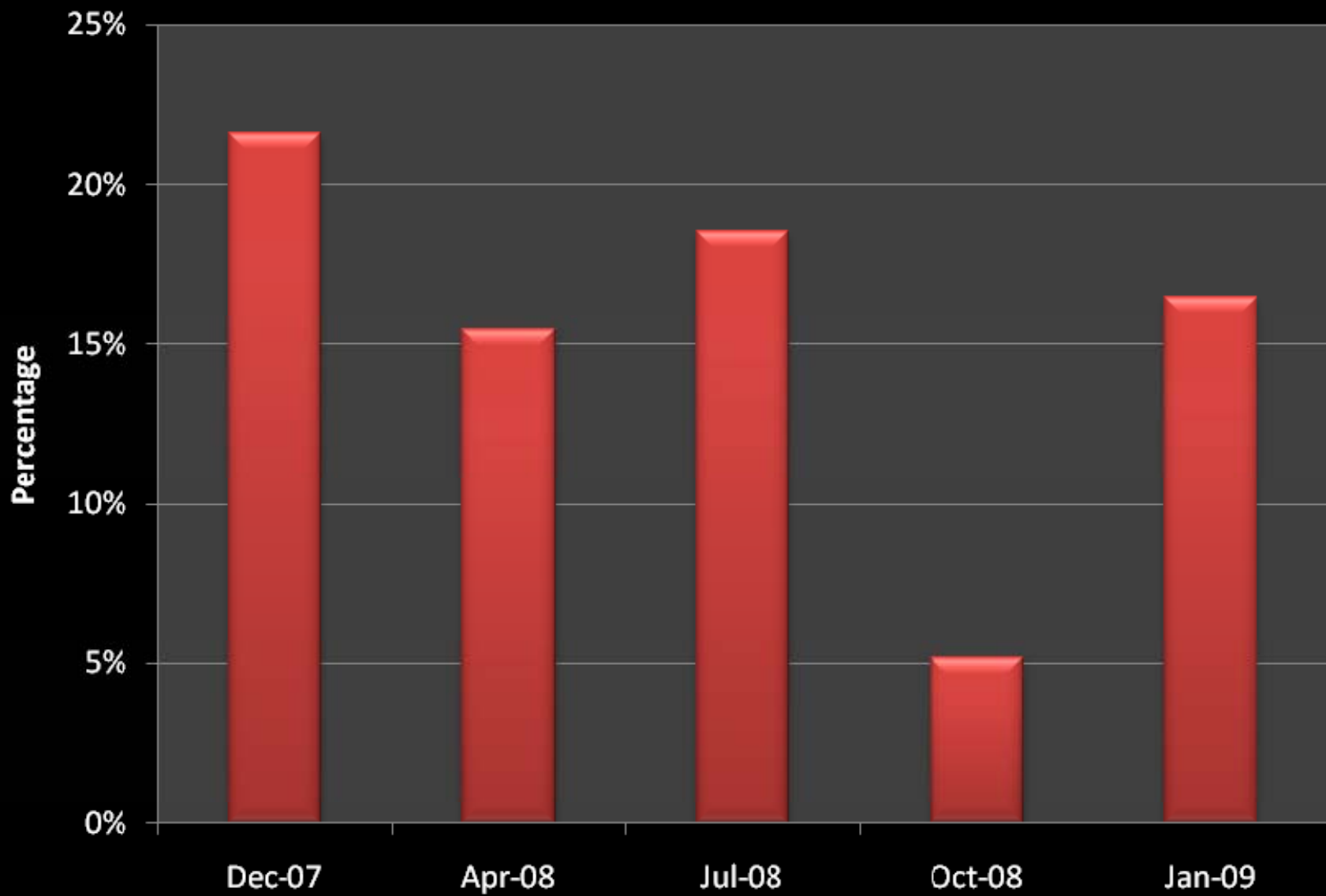
# Milestone Progression



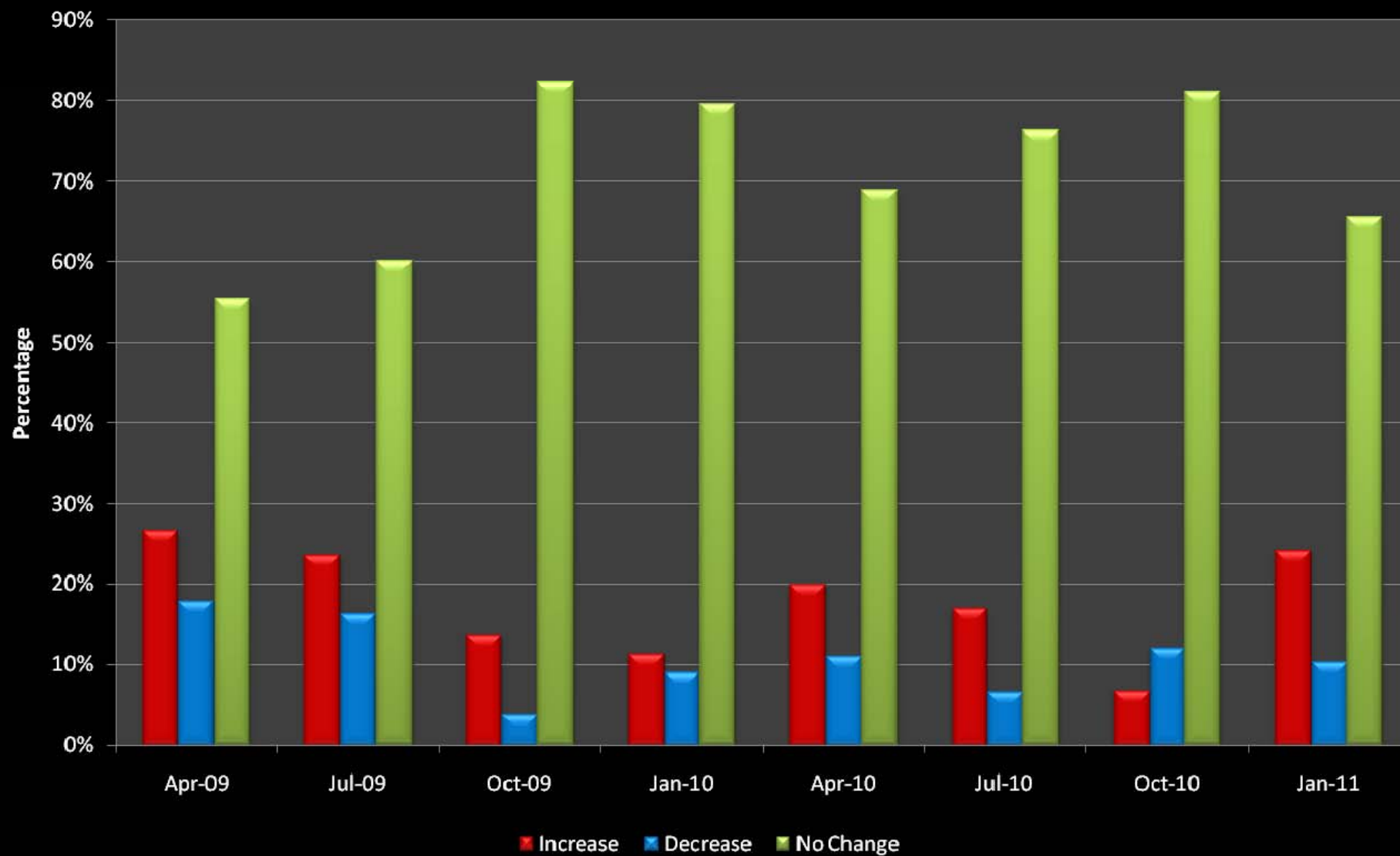
# Milestone Progression



# Cost Increases



# Cost Increases/Decreases



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